



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 26, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 29, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, February 9, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET III (3 pos)

Studies & Plans Technician III
Region 5/District 9/Program Development
Highways Project Implementation
Carbondale

Attachments
42502

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, February 9, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician III (3 Positions)	Salary:	\$3,840 - \$5,308*
Position Title:	Studies & Plans Technician III	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW013-23-59-303-00-01	IPR#:	42502

Office/Central Bureau/District/Work Address:

OHPI/Region 5/District 9/Bureau of Program Development/2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position assists the design squad in the preparation of plans for highway and bridge improvements by performing, CADD drafting, plan and quantity computations and other tasks as assigned.

Special Qualifications:

Required:

- Valid driver's license
- Occasional district-wide travel; possible overtime
- Ability to lift/carry 30 lbs.
- Ability to work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants; and perform physically demanding outdoor work in a variety of conditions and weather (hot, cold, wet, windy, muddy), including but not limited to, active construction sites and roadways open to traffic

Desired:

- An Associate Degree from an accredited two-year civil engineering technology and/or CADD program or two years of college in pre-engineering or engineering technology
- Working knowledge of the preparation of design plans and the ability to perform necessary technical computations in planning preparation
- Five years experience in the performance of a variety of technical activities related to civil engineering
- Working knowledge of GIS, CADD and Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher and Access)
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 14, 2017	POSITION:	Studies & Plans Technician III
APPROVED BY:	<u>Carrie Nelsen</u>	OFFICE/DIVISION:	OHPI, District 9, Program Development
CODE:	PW013-23-59-303-00-01	REPORTS TO:	Studies & Plans Engineer

Position Purpose

This position assists the design squad in the preparation of plans for highway and bridge improvements by performing drafting, CADD drafting, plan and quantity computations and other tasks as assigned.

Dimensions

Number of Contracts:	2 – 6
Contract Value:	\$1 - \$30 Million

Nature and Scope

This position reports to the Studies & Plans Engineer; however, based on staffing levels and operational needs, s/he may report to a Project Engineer, Bridge & Hydraulics Engineer, Geometrics Engineer or Studies & Plans Engineer/Technician Squad Leader. There are no subordinate positions.

This position functions within a studies and plans squad that is responsible for the preparation of design plans and project reports. The engineering calculations, drafting and cost estimates prepared by the incumbent are utilized by the studies and plans squad to prepare final plans and project reports. The ability to work well with others toward a common goal is essential to the effectiveness of the position.

Typical problems encountered by the incumbent include ensuring that plan drawings and quantity schedules are accurate and in compliance with prescribed standards and specifications. The major challenges of this position are to work within the studies and plans squad to produce reports and clear, concise and accurate plans on time and within the budget.

The incumbent works under the supervision of a Studies and Plans squad leader and works closely with other squad members to prepare plans, specifications, estimates and project reports for highway improvements. This position utilizes Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher, Access and MicroStation), GIS, and PowerGeopak software in the preparation of the plans, specifications, estimates, and project reports. Knowledge of the principles and purpose of plan views, cross section views, isometric views and how plan drawings relate to highway design is essential. The incumbent calculates and checks plan quantities and maintains detailed documentation of the computations.

The incumbent receives work assignments from the Studies and Plans squad leader and works with other squad members to complete task assignments. In most cases the incumbent has sufficient latitude to accomplish his/her objectives with a minimum of supervision. Work that deviates from the typical standards will require input from the Studies and Plans squad leader or project engineer. This position requires a valid driver's license; travel within the district and occasional outside the district which could include overnight stays; occasional overtime during nights and weekends; ability to lift/carry 30 lbs., work in confined spaces, climb steep terrain, wade in water, and deal with animals, insects, rodents, snakes and poisonous plants; and to perform physically demanding outdoor work in a variety of conditions and weather (hot, cold, wet, windy, muddy), including but not limited to, active construction sites and roadways open to traffic.

The incumbent's primary contact is with the studies and plans squad leader for the purpose of receiving assignments and discussing technical problems. On a regular basis the incumbent will have contact with personnel from other sections and studies and plans squads for the purpose of obtaining information pertaining to specific problems.

The effectiveness of this position can be measured by the quantity, quality, accuracy and timeliness of plans, reports and calculations produced.

Principal Accountabilities

1. Responsible for preparing plans, specifications, estimates and project reports for highway improvements.
2. Ensures assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
3. Performs other duties as assigned.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.